

**Circuit Court for Howard County
Position Announcement**

Job Title: Judge's Administrative Assistant

Position Type: Regular Full Time

Opening Date: February 13, 2017

Closing Date: March 1, 2017

Grade/Salary Range: H \$43,389.00 -\$66,019.00

Starting salary commensurate with education and experience.

This position performs a variety of highly responsible, confidential, and complex executive level secretarial and administrative duties involved in providing assistance to a Circuit Court Judge.

Essential Functions:

- Types a variety of legal documents which may include opinions, reports, decrees, memoranda, correspondence, orders, speeches, and other materials.
- Arranges appointments and conferences with attorneys and the general public; screens callers and visitors.
- Maintains private offices, office files, and official records which may include arrival, departure and bench times; and notes on hearings held, reset, held sub-curia, dismissed, or completed.
- Answers inquiries; explains policies and procedures of the office to the public, attorneys, government and private agencies, and other interested parties.
- Composes and types letters, memos and forms pertaining to routine matters.
- Prepares dockets and case files for the assigned judge.
- Assists in the processing and completion of administrative duties for an assigned judge(s).
- Assists in resolving non-judicial administrative questions and problems not requiring the personal attention of the judge(s); acts as an administrative liaison when conferring with other judicial departments and units; drafts responses to routine letters and general correspondence; composes and prepares letters, memoranda, and reports pertaining to Court business and activities.
- Responds to inquiries in person and by telephone; communicates accurate information using sound judgment and professional knowledge; and handles all citizen inquiries appropriately and professionally.
- Establishes and maintains complete judicial records and files; manages and monitors document control and tracking systems; updates publications, reports, and records as needed; proofreads and edits legal documents and technical reports as necessary.
- Participates and assists in the administration of the assigned office; recommends organizational or procedural changes affecting support activities; recommends improvements in workflow, procedures, and use of equipment and forms.
- Works closely with all judicial departments, specifically, calendar management and family law, the Bar, other state and county agencies, and various other organizational groups.
- Transmits orders, decisions, and memoranda from the judge(s) to various organizational units.

Knowledge, Skills and Abilities:

- Thorough knowledge of business English and arithmetic and office practices, procedures, and equipment.
- Knowledge of court structure, legal terminology, and procedures.
- Knowledge of para-legal skills and techniques.
- Ability to type accurately at a high rate of speed.
- Facility with Windows based applications with an emphasis on Excel. Knowledge of UCS or MDEC preferred.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain an effective working relationship with others.

Experience: Four years of responsible administrative and legal secretarial experience.

Education: Associates degree with coursework in areas related to business, legal and court procedures, office management, secretarial science, or a related field.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 11:59 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.